

**WILLIAMSBURG CITY COUNCIL  
WORK SESSION  
JUNE 6, 2005**

The Williamsburg City Council held a work session on June 6, 2005, at 2:00 p.m. in the Council Chambers of the Stryker Building.

**ATTENDANCE**

Present were Ms. Zeidler, Messrs. Haulman, Scruggs, Chohany, and Freiling. Also present were City Manager Tuttle, City Attorney Phillips, and City Clerk Crist.

**CALL TO ORDER**

Mayor Zeidler called the meeting to order.

**OPEN FORUM.**

**Ms. Nancy Bond, 416 Suri Drive**, appreciated City Council staying the course in regards to the installation of pedestrian crossing signals at the Route 199 and Jamestown Road intersection. She read her letter to Council dated April 11, 2005, regarding the future of Quarterpath Road, supporting Option 2 if any work is to be done immediately, and Option 3A or 3B in the future. (See Attached Letter)

Mayor Zeidler thanked Ms. Bond her for her help and efforts to have pedestrian walkways and crossing signals installed by VDOT with the widening of the Rt. 199 and Jamestown Road intersection.

**Background Presentations/Discussion**

**C. Jones Hooks, CEO & President, Hampton Roads Economic Development Alliance**

Ms. Miller introduced Mr. Jones Hooks of the Hampton Roads Economic Development Alliance. She had spent the morning talking with four members of Mr. Hook's staff about economic development opportunities in the city and the projects in the city that are moving forward.

Mr. Hooks said it was a pleasure to be at the meeting and thanked council for supporting the merger. Mr. Hooks said that the newly merged Alliance is now a force to be reckoned with. Thirteen jurisdictions are members. Hampton Roads Economic Development Area Region now represents over 22 percent of the population of Virginia, more than one-fifth of our state's employment, and 21 percent of the state's college student population. There is a lot of excitement about the merger of the alliances because of the way economic development around the world is changing. China has more than 200 cities with one million people; the United States has only ten cities with one million people. We need to change the way we operate in the future and begin to look at things differently as a region in order to be competitive.

Mr. Hooks presented an HREDA Activity Update. Most of the slides deal with the past and the future, because present activities are short-lived since the Alliance started its work in March. He reviewed the most recent consolidated activity report (May 2005) and noted that the city will receive this report each month. The 2005 Marketing Calendar is

very aggressive, and the Alliance will be looking at 97 initiatives for the Hampton Roads area and a major media campaign. (See Attached)

Mayor Zeidler thanked Mr. Hooks for his presentation. People are lavishing praise of his management of the transition and the staff's hard work.

Mr. Hooks and council members discussed:

- Staffing: Both HREDA offices will be maintained--the Peninsula office and the Norfolk office. Staff will be working throughout the region, not just their particular office. He hopes to have an office on both sides of the water.
- Membership: Executive Committee has public and private representation. The full Alliance board has over 100 members.
- Williamsburg's plan to hire an economic development manager.

Council members appreciated Mr. Hooks report and looked forward to the Alliance's success.

Mr. Scruggs recognized the work of the Mayor Zeidler and Mr. Tuttle throughout the merger process and noted that they were powerful catalysts for change and regionalism. Mr. Hooks concurred and appreciated their support.

Mr. Freiling raised the issue of the potential for base closings and how it might impact the broader economy. It is very important to support the economy for the entire region.

Mayor Zeidler thanked Mr. Hooks and looked forward to working with him.

### **Revised Building Permit Fee Schedule, John Catlett, Building Official**

Reference for this item was Mr. Tuttle's report dated June 2, 2005, which included a copy of the Proposed Building Permit Fee Schedule. Mr. Tuttle said the revised schedule is on the June 9 Council agenda. He introduced John Catlett, Building Official, to provide an overview of the proposed changes.

Mr. Catlett noted that this is the first permit fee adjustment in two years and provided an overview of the proposed changes which increase plan review fees, provide a minor increase to minimum fee, establish an accelerated plan review process that replaces previous pre-application review fee, allows approved 3rd party plan reviews with a reduction in fees, makes minor adjustment in new construction building permit fees and provides for a new, clearer method of calculating new commercial trade permit fees.

Mr. Catlett also reviewed:

- Plan Review Fees
- Accelerated Plan Review
- Third Party Plan Review
- Permit Fee Changes
- Comparison of Fees

Mayor Zeidler said that the objective of the proposed fee increase is to have the development community continue to move closer to paying the cost of new construction

operations of the Code Compliance Division. This will produce a conservative increase in revenue of about \$6,000 annually. The new schedule seemed fairer and easier to use.

Council members, Mr. Catlett, and Mr. Serra discussed the 2004 audit figures for building permit fees which was approximately \$305,000. The proposed fee increase represents a small percentage of the overall revenues. Mr. Catlett said that 2006 and 2007 will be busy years for construction in the city, and will include some large projects. Mr. Haulman agreed with the Mayor, and said the restructuring of the process makes sense and this streamlining would be advantageous to the construction community. Mr. Catlett said this is a fairer way of calculating trade permit fees and the fees may need to be adjusted in the future.

Mr. Catlett provided details of the Accelerated Plan Review Process and the fee structure involved. The review process is designed to be more efficient. Mr. Haulman pointed out that that the efficiency gains will accrue to users more than it will benefit the city.

Mr. Tuttle explained that the fee structure is approved by Council. Mr. Scruggs and Mr. Catlett discussed the plan review process and fees. Mr. Catlett responded that should Council chose to do so, the plan review process could be streamlined without increasing the fee schedules. Mr. Scruggs stated he was concerned about raising fees when they are incidental, and he felt there was a philosophical shift to do things by fee structure rather than by general tax revenue. Mr. Haulman clarified that the proposed new fee structure will simplifying calculations, but not necessarily increase or lower the cost.

Mr. Catlett said that the new process will cause a averaging of charges. The purpose of the proposed change was not necessarily to increase fees, but develop an easier and fairer type of calculation.

Mr. Freiling pointed out that calculating the fees is detailed and time consuming, and so these changes make sense. The cost of services should be paid for by the people that are using them. These are services provided for new construction and the costs should not be born by the taxpayers of the community. As the costs of providing these services increase, it makes sense to adjust fees periodically. The only concern would be if the fees were disproportionate to the surrounding communities and be a disincentive for people to build or improve structures in Williamsburg.

Mr. Catlett said there is little consistency between the fee structures on the Peninsula or in the state and they are almost impossible to compare. At Mr. Chohany's request, Mr. Catlett explained the application of fees for alternations and additions, and new construction rates.

Mayor Zeidler said that this item is on the June 9 agenda.

**Preview of City Council Meeting: June 2005**

No additional information was requested.

### **City Council Communications**

Work Force Development Consortium: Mr. Scruggs reported that there will be a meeting on June 15 at the Williamsburg office of the Virginia Employment Commission. Historic Triangle employers will be invited to obtain feedback on employment and work force needs.

Local Emergency Preparedness Committee (LEPC): Mr. Scruggs explained LEPC representation and said that one of the committee's charges is to plan for extraordinary events such as train disasters, hurricanes, and acts of terrorism. Through a grant from Williamsburg Community Health Foundation, defibrillators have been provided at a reduced price to various public locations in the community and the package includes CPR training. Through the LEPC, and the Colonial Williamsburg Foundation, a 40-hour training program for First Responders

Absenteeism--Boards and Commissions: Council members concurred with Mayor Zeidler's request that staff research and report to council about rules and procedures to address the issue of attendance at meetings of boards, commissions, and committees.

Architectural Review Guidelines Committee: Mr. Scruggs reported that Mr. Haulman and he attended the first meeting of the review committee last week. On June 20 the committee will hold a public meeting to receive input from the community on issues and concerns.

Neighborhoods Council Meeting. Mayor Zeidler said that the council held its annual meeting with open and directed discussions regarding subjects for future meetings. It was hoped, but not yet confirmed, that the president-elect of the College will speak to the council at a Fall meeting. The student representative from the College was present.

### **Calendar for June 2005**

Waller Mill Dog Park: Mayor Zeidler noted that the dedication ceremony for the dog park will be held on June 29, 10:00 a.m. Council received a copy of the dog park brochure.

### **OPEN FORUM**

**Nancy bond, 416 Suri Drive**, implored council to put wires underground along the city's primary entrance corridors in the CIP, particularly for the long term protection for visitors and for the benefit of businesses along those streets. She said there are no sidewalks on Capital Landing Road (near the International Village), and asked that Council move the sidewalk work to an earlier year in the CIP. She suggested that pedestrian crossing signs be placed at Bypass Road (both sides) and at Capitol Landing at Page Street to alert drivers about pedestrians.

### **CLOSED SESSION**

Mr. Haulman Moved that City Council go into Closed Session pursuant to Section 2.2-3711 of the Code of Virginia for the purpose of discussing one property matter per subparagraph three, regarding disposition of watershed property of which discussion in an open meeting would adversely affect bargaining position or negotiating strategy of public body. The Motion Was Seconded by Mr. Chohany.

Recorded Vote on the Motion:

Aye: Freiling, Scruggs, Zeidler, Haulman, Chohany

No: None

The meeting adjourned at 3:15 p.m. The Mayor called a five-minute recess.

At 4:06 p.m., Council met in Open Session.

Mr. Haulman Moved the Certification of Closed Meeting. The Motion was Seconded by Mr. Chohany.

Recorded Vote on the Motion:

Aye: Freiling, Scruggs, Zeidler, Haulman, Chohany

No: None

### **CERTIFICATION OF CLOSED MEETING**

Date: June 6, 2005

Motion: Mr. Haulman; Second: Mr. Chohany

WHEREAS, the City Council of the City of Williamsburg has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the City Council that such meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Williamsburg hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the City of Williamsburg.

VOTE:

Aye: Freiling, Scruggs, Zeidler, Haulman, Chohany

No: None

Absent During Vote: None

Absent During Meeting: None

The meeting adjourned at 4:07 p.m.

Approved:

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Mayor Jeanne Zeidler

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Clerk of Council